Army Traveler's

Defense Travel System

DFAS Version 1

LOG ON PROCEDURES

- Launch DTS by clicking your on the DTS desktop ICON, 

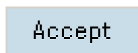
  OR

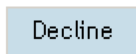
  Launch your internet browser (Internet Explorer or Netscape) and enter the following address into your browser's location bar: http://www.defensetravel.osd.mil/.

- With your Common Access Card (CAC) in the CAC reader, click the 

 button.

  Note: You must leave your CAC in the CAC Reader for the entire DTS Session. The system will periodically read from the CAC Reader. If the system does not recognize the CAC in the CAC Reader, an error message will be displayed.

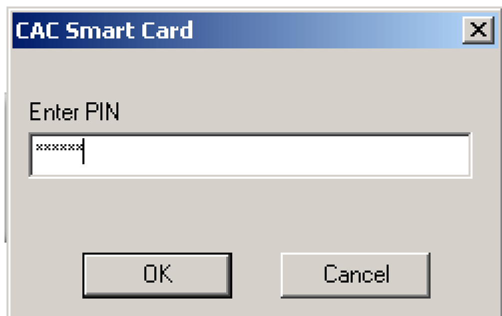
- Read and click the 

 button for the Privacy and Ethics Policy statement. If you do not wish to continue, click the 

 button. If you decline you will not be permitted to log into the system.

NOTE: FOR FIRST TIME USERS PLEASE COORDINATE WITH YOUR ORGANIZATIONAL DEFENSE TRAVEL ADMINISTARTOR (ODTA) FOR DTS LOG ON OR SELF-REGISTRATION PROCEDURES.

- When DBsign opens, enter your 6 to 8 digit CAC PIN:

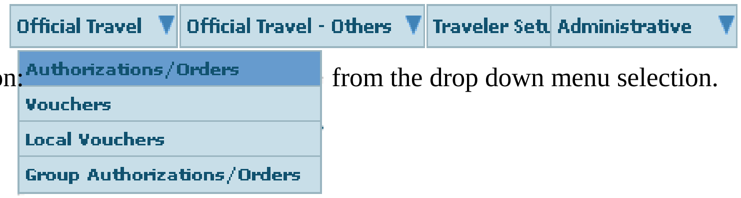


  Note: If you are a first time user, you will be prompted to verify your profile information.

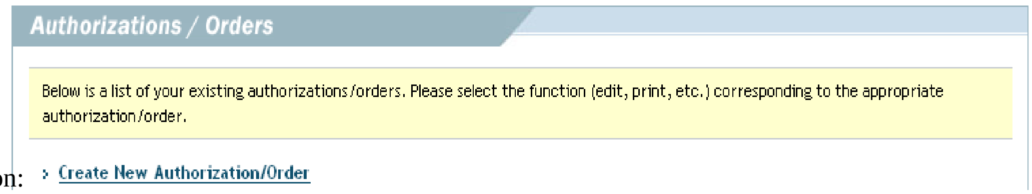
- You have successfully logged on to DTS. You are now ready to complete an authorization.

CREATING A NEW AUTHORIZATION

- From your Personal Homepage, hover the mouse over Official Travel on the navigation bar. A menu with four options will "drop" down.



- Select and click once on: Authorizations/Orders from the drop down menu selection.



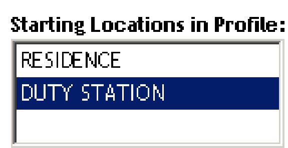
- Click on: › Create New Authorization/Order

Note: For users who have previously created an authorization, the authorization list screen has several options for authorizations created previously:

> View/edit allows you to view or edit the authorization.
> Print allows you to print the DTS default form.
> Remove allows you to delete an authorization from DTS, which has been created only, but not yet signed.
> Amend allows for changes within the authorization after approval by the AO.

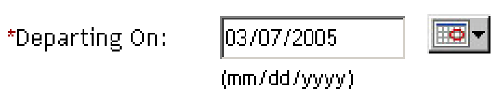
HOW TO CREATE THE ITINERARY:

- After you have selected and clicked on > Create Authorization/Order, the Trip Overview window pops up.
- In Trip Overview, select or enter the * **Starting Point**. Either select a location from the Starting Locations in Profile

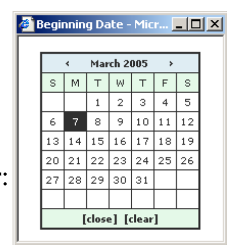


box, or type in a location manually.

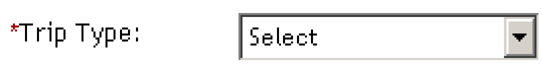
- Enter the ***Departing On** date.



You may manually input a date, or use the pop-up calendar:



- Using the drop-down menus select the ***Trip Type**:



and the ***Trip Purpose**:

- Next you need to enter **TDY/TAD Location** by clicking this button: TDY/TAD Location Lookup

Note: Search Location can be used in lieu of the **TDY/TAD Location Lookup** button to find the most common destinations.

- In the **Find a TDY/TAD Location** window, use the drop down menu to select the **Country or State** of your destination.

  Selected State / Country of Location

  State / Country: GEORGIA

- After choosing a state or country, another drop-down menu will appear asking you to select a **Location**.

  Select Location

  Location: FT. STEWART

  Note: If the location does not exist, select **UNLISTED**.

- After choosing a destination, 3 hyperlinks will appear:

  View the Per Diem Rates For the Selected Location Used to see the Lodging and Meals & Incidentals Rates (M&IE) available for this location (for soldiers, this is usually only authorized when Quarters and Meals are NOT available).

  View Meals Available For the Selected Location Used to see if Meals are available at this location.

  View Quarters Available For the Selected Location Used to see if Quarters are available at this location.

- When you are finished with this window and satisfied with your selections, select the Save Location and Return button.

- ***Location 1** is now auto-populated: *Location 1: FT. STEWART,GA

- ***Arrival Date** will also auto-populate by clicking on the calendar: *Arriving On: 03/07/2005 (mm/dd/yyyy)
  Note: Arrival Date auto-populates with the date you are leaving on.
  If you are arriving on a different date (staying overnight en route to your destination), change the date.

- Enter the ***Departing On** date just as you did previously, but enter the date you are leaving this location.

- **Will You Be Traveling to Another TDY/TAD Location?**

  Yes If your trip is taking you to another location before going home, click **Yes** and enter the details about the 2nd leg of your trip.

  No If you are going back home after visiting this location, select **No**.

- The information you have entered so far will appear on the screen with the options to edit or delete it. Select or enter the returning location:

  *Ending Point: * Search

  Return Locations in Profile:
  RESIDENCE
  DUTY STATION

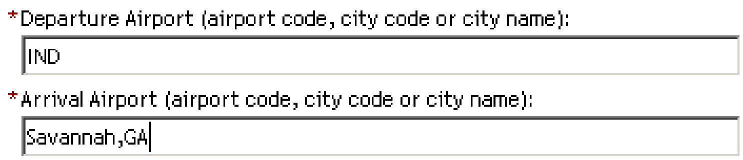
- ***Returning On** and ***Trip Duration** will auto-populate based on the days you are leaving and returning. Only change the ***Returning On** date if you are arriving home on a different date than you are leaving the last location entered.

  If your trip involves airline reservations, select the radio button for **Air Travel** and click Save and Proceed, otherwise, select **Lodging** or **Rental Car**. If you are booking none of these, select **Trip Overview** and skip to the “Expenses: Non-Mileage” section of this book.

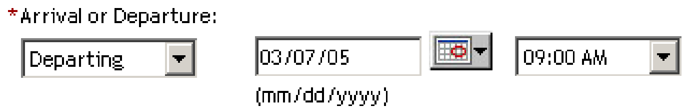
MAKING AIRLINE RESERVATIONS

- Notice that the **Air** tab is highlighted in the **Travel** section of the navigation bar. This bar can be used to navigate easily throughout the Authorization creation process, taking you everywhere you need to go.

- Enter information in the ***Departure Airport** and ***Arrival Airport** boxes. You may enter the 3-letter Airport Code (such as IND for Indianapolis International) or the City,State with no spaces (such as Savannah,GA).



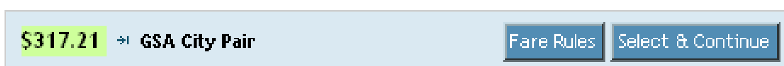
- Decide on an approximate time you would like your flight to this location to leave or arrive. Specify which you would like to search by in the far left drop-down menu under ***Arrival or Departure**.



- Enter the desired departure or arrival time in the far right drop-down menu under ***Arrival or Departure**. Notice that the default is "departing" at "09:00AM." This means that DTS will search for all the flights leaving Indianapolis heading towards Savannah in the four-hour window 07:00AM to 11:00AM (two hours before and two hours after the selected time).

- Click the Search Availability button.

- DTS will return flights to your selected destination sorted first by DoD Policy, then by price. A DoD Policy sort means that GSA City Pair flights will be listed first. You must select a GSA City Pair flight if one is available that meets your scheduling needs! If no GSA City Pair is available, choose the next cheapest flight that meets your scheduling needs.



- Select your desired flight and click the Select & Continue button.

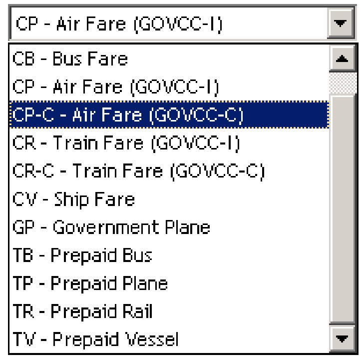
- On the next screen, you have the ability to make special requests regarding your flight.
  - You may choose to select a specific seat by choosing the Select Seat link or a general aisle or window seat in the drop-down menu.
  - Under OSI: Other Supplementary Info, you can specify meals, special cargo, and arrival equipment you may need. Here, you can also choose to enter a Frequent Flyer number and give any instructions to the travel agent that books this flight for you.

  Note: None of the selections or requests you make are guaranteed to you and are based on availability at the time the travel agent books your ticket.

- When you are through with your selections, click the Save Selected Flight button.

- If the Government Charge Card (GOVCC) is the method of reimbursement, click the Find Next Flight button to choose your return flight. Follow the same steps as in booking the first flight.

- If a Centrally Billed Account (CBA) is the method of reimbursement for airfare, you will need to select Change Ticket Data and follow the instructions on the next page.

- On the **EDIT Ticket Information** Page, select 

from the ***Type** menu.

- Towards the bottom of the page, select CBA Accounts next to the **CBA Account** box. This will take you to the **Master CBA Accounts for organization** page. Select the correct CBA Account for your airfare. If you have any questions as to which account is correct, contact your organizational FDTA or DTA.

- The **CBA Account** should now be populated. Now click on Save.

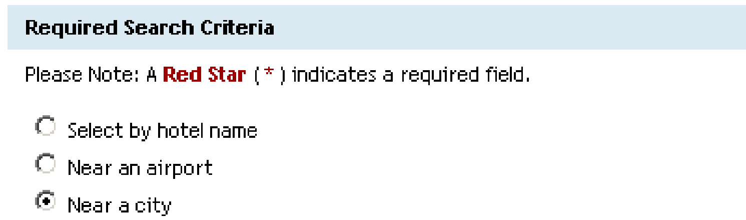
- You still need to reserve your return flight. In the top navigation bar, click **Travel** and **Air** to get back to the Flight Search page. 

  Your destination should auto-populate in the ***Departure Airport** box. Follow the same steps you followed to search for a flight to your destination.

- In the top navigation bar, click **Travel** and **Lodging** to begin booking a hotel reservation.

MAKING LODGING RESERVATIONS

- Notice that the **Lodging** tab is highlighted in the **Travel** section of the navigation bar. The Lodging section of DTS is used to make hotel reservations at your destination. However, be advised that you may be required to stay on a post if lodging is available. In this case, call the installation you are visiting to either make your reservations, or acquire a Statement of Non-Availability. If you are unsure if you are required to stay on post, contact your organizational FDTA or DTA for further information.



- Select the radio button for either **Select by hotel name, Near an airport or Near a city.**

  Note: It is advised that you select the 2nd or 3rd buttons to search for a hotel. Searching by name may or may not produce the desired option due to the fact that the exact name as it is listed in DTS is needed to find the hotel.

- Notice that if you click **Near an airport** or **Near a city**, the airport and your destination are auto-populated in the search fields. Click the Search Accommodations button. Accommodations will be listed first by whether or not they are FEMA-approved, and then by cost.

- Click the Hotel Info & Pricing button next to the desired hotel. A description of the accommodations will appear with the available types of rooms and prices per night.

- If no rooms are available at the selected hotel, there will be no option to click radio buttons for room types and no **Save Selected Accommodations** button. Follow the above instructions to select and book another room.

  Note: If accommodations cannot be found, the Request Assistance in Booking Lodging button can be clicked in the results screen. Clicking this button allows you to let the travel agent in CTO know that you are having trouble finding accommodations, and allows CTO to make your lodging reservations for you.

- Select the radio button for preferred type of room. Click the Save Selected Accommodations button to reserve this room, or the Find Different Accommodations button to choose another hotel.

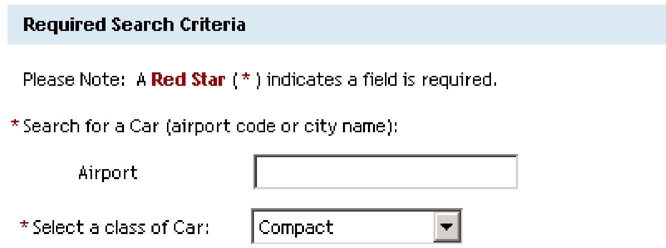
- If a Rental Car is required, proceed to that page by clicking on Continue at the bottom of the page, or the words **Rental Car** in the navigation bar at the top. If you do not require a rental car, click on **Expenses** in the navigation bar at the top and go to the Expenses section in this book.

MAKING RENTAL CAR RESERVATIONS

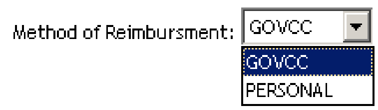
- Notice that the **Rental Car** tab is highlighted in the **Travel** section of the navigation bar.

- Notice that ***Pick-Up** and ***Drop-Off Dates** and ***Times** have been auto-populated for you based on your trip dates and flight times. If these are correct, do not change them. If they are incorrect, change as necessary.

- In the **Required Search Criteria** box, select the class of car is defaulted to **Compact**. This selection should be left as is unless there is a justification for not using getting a **Compact** car.



- Click Search Rental Car Availability button.
- Click Select and Continue button for your desired choice.
- If you would like this cost in the amount of the reimbursement that goes to you (as opposed to your Government Travel Card), change the **Method of Reimbursement** to PERSONAL instead of GOVCC.



- Click Save Selected Car button.

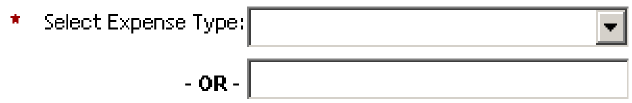
  Note: If a rental car cannot be found, the Request Assistance in Booking Rental Car button can be clicked when in the results screen. This will allow the travel agent in CTO to book your rental car for you. If necessary, add comments to the travel agent.

- Proceed to the following page: Expense – Non-Mileage by clicking the Continue button at the bottom of the page, or click the word **Expenses** in the top navigation bar.

CREATING NON-MILEAGE EXPENSES

- Notice that the **Non-Mileage** tab in the **Travel** section of the navigation bar has been selected. This is where you should claim all expected *estimated* reimbursements, except for mileage. Some common examples are CTO booking fee, Parking fees, Hotel sales tax, GOVCC advance fees, and laundry fees.

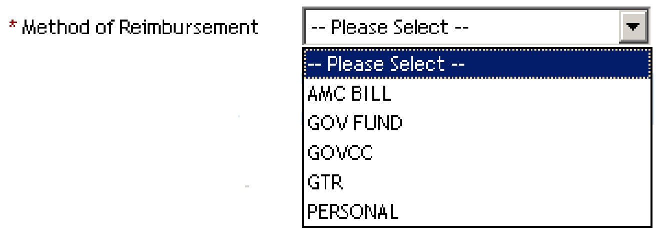
- Select an **Expense Type** from the drop-down menu or type the name of the expense into the –**OR-** field.



- Enter the estimated ***Cost** of the expense.

- Enter the ***Date** that you believe you will incur (be billed for) the expense. This field is especially important on trips longer than 45 days for the purpose of receiving accurate Partial Payments.

- Select ***Method of Reimbursement**, from the drop-down menu. If you choose PERSONAL, the money will be included in the amount paid directly to you. Remember, if you choose GOVCC, the money will be paid to your Government Travel Card.



- Using the above steps, you can enter up to five expenses.

  Note: After five expenses are entered, additional expenses must be entered one at a time. There is no limit to the total number of expenses you can estimate now, or later claim.

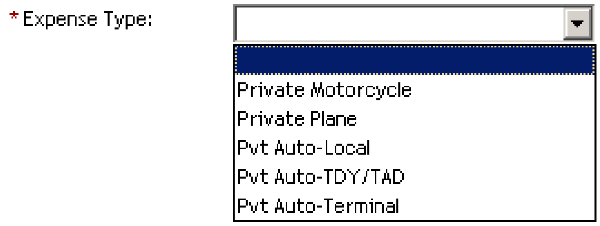
- Click the 

 button, which will take you to a list of all the expenses you entered. Verify you did not forget to include any possible expenses.

- When you are through, click the word **Mileage** under **Expenses** in the top navigation bar.

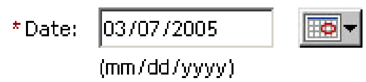
CREATING MILEAGE EXPENSES

- Notice that the **Mileage** tab under **Expenses** in the top navigation bar is highlighted. This is where you can claim any and all reimbursements for driving your own vehicle.



- Select the ***Expense Type** from the drop-down menu.

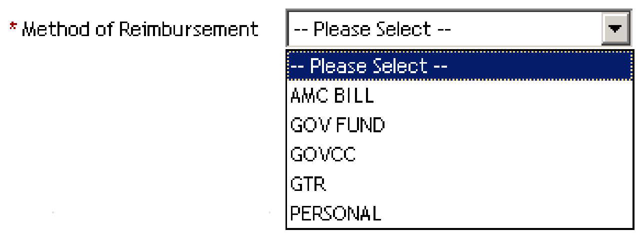
  Note: The "Pvt Auto" selections are most often used.
  - "Local" should be chosen when filing Local Authorizations.
  - "TDY-TAD" should be used when driving your car to your destination. Use DTOD miles.
  - "Terminal" should be used to drive to the airport.



- Enter the ***Date** you believe that you will incur (be billed for) the expenses.

- Enter the estimated number of ***Miles** you will be driving.

- The amount that you will be reimbursed will auto-populate once both the **Expense Type** and **Miles** are entered.



- Select the ***Method of Reimbursement** from the drop-down list. Remember, selecting GOVCC will send the payment for this expense to your Government Charge Card. Selecting PERSONAL will add this expense into the total that you personally will be paid.

- Click the 

button.

- Proceed to the Accounting Codes page by clicking the 

button at the bottom of the page or clicking the word **Accounting** in the top navigation bar.

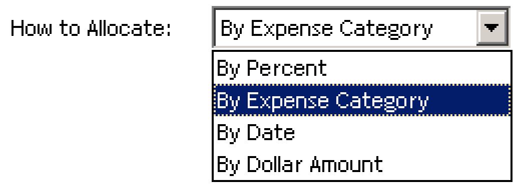
  Note: If you have any receipts to claim before your trip occurs (example: a conference registration), click on the word **Receipts** in the top navigation bar first, and go to the **Receipts Imaging** section of this book.

SELECTING ACCOUNTING CODES

- Notice that the **Accounting Codes** tab under **Accounting** in the top navigation bar is highlighted. This is where you can select the Line(s) of Accounting to be billed for your trip, or whose funds will be paying for your trip.

  Note: Some installations elect to appoint the Financial Defense Travel Administrator (FDTAs) to input the Lines of Accounting. If your site is one of these, please skip this page. If you are unsure whether or not your site has chosen to operate this way, contact your DTA.

- Select the appropriate **Accounting Label** from the drop-down menu. Wait a moment for your screen to refresh. The line you selected will appear in the list below. Do this for each line of accounting you will be using for this trip.



- If multiple lines of accounting are necessary, you will need to select **How to Allocate** the expenses:
  - By **Expense Category**: Select this option if you would like to split out each expense as a whole, for example, your lodging and M&IE to LoA #1 and everything else to LoA #2.
  - By **Percent**: Select this option if you would like to split all the expenses, for example, 50% to LoA #1 and 50% to LoA #2.
  - By **Date**: Select this option if you would like to divide the expenses before and after a certain date, for example, all expenses before your effective promotion date go to LoA #1 and all expenses after your effective promotion date go to LoA #2.
  - By **Dollar Amount**: Select this option if you would like to divide the whole of your expenses, for example, $630 of your $1500 trip will go to LoA #1 and $870 will go to LoA #2.

- Click the  button. Depending on your selection, a screen will come up that will allow you to allocate your expenses with either radio buttons or boxes.

- Click the  button.

- Ensure that the allocations you made were correct by checking the  list on the right side of the screen.

- When you are through, go to the **Per Diem Entitlements** page by selecting **Additional Options** in the top navigation bar, and then selecting **Per Diem Entitlements**.

PER DIEM ENTITLEMENTS

Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign

Profile | Per Diem Entitlements | Partial Payments | Advances

- Notice that **Per Diem Entitlements** is highlighted in the navigation bar. This section of DTS is used to manually adjust the entitlements you are receiving when necessary. DTS can only assume what your plans are as you make your travel arrangements, and it does not always assume correctly. If you make any arrangements outside the DTS system, this is where you can adjust for the discrepancy.

- DTS will give you a breakdown of your entitlements for each day of your trip. If any of these entitlements are incorrect, select > Edit in the line of the day (or first day in a series of days) that is incorrect. If all days in your trip need to have the same change made, you may select the Edit All

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
03/07/05	FT. STEWART,GA	> Edit	> Reset	57.50	57.50 GOVCC	23.25 PERSONAL	60 / 31	QTRS				AVAIL
03/08/05	FT. STEWART,GA	> Edit	> Reset	57.50	57.50 GOVCC	31.00 PERSONAL	60 / 31	QTRS				AVAIL
03/09/05	FT. STEWART,GA	> Edit	> Reset	57.50	57.50 GOVCC	31.00 PERSONAL	60 / 31	QTRS				AVAIL
03/10/05	FT. STEWART,GA	> Edit	> Reset	57.50	57.50 GOVCC	31.00 PERSONAL	60 / 31	QTRS				AVAIL
03/11/05	FT. STEWART,GA	> Edit	> Reset	0.00	0.00 GOVCC	23.25 PERSONAL	60 / 31	NONE				

- Based on the day you selected, the date that the changes apply to is auto-populated. If these changes should be applied to a series of days, change the date in **Values Apply Through** field to the appropriate ending date.

Location: FT. STEWART,GA
Values Apply From Date: 03/07/2005
Values Apply Through: 03/11/2005

- If you need to change your Lodging Rate or Reimbursement:

Lodging: $ 57.50

  - Under **Per Diem Rates**, enter the actual lodging cost in the **Lodging** field. *Note*: This amount cannot exceed lodging per diem.
  - To change the reimbursement details for either **Lodging** or **M&IE**, select the corresponding > view / edit expense details .
  - To make the entitlement not reimbursable (you will not be paid for it), uncheck the check box.
  - To change the reimbursement method of the entitlement from GOVCC to PERSONAL, use the drop down menu.
  - Be sure to click the Save button to save your changes.

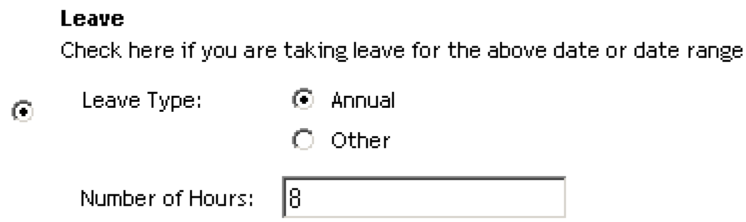
- Check any conditions that apply under **Duty Conditions** to justify common changes.

- If you would like to make changes under **Meals**, select the appropriate radio button.

Full Rate | Breakfast
Elected | Lunch
Available | Dinner
Provided | Cost: 0.00
Occasional
Special Rate

  - If you select **Full Rate**, you will be reimbursed at the full M&IE rate.
  - If you select **Available** or **Provided**, you will be given **Breakfast**, **Lunch** and **Dinner** check boxes – check the meals that will be made available to you. Selecting this option means that you will not be reimbursed for the cost of these meals.
  - If you select **Special Rate**, you will be provided a **Cost** box to fill in the actual cost of the meal. Use this option only if you are going to be offered a meal at a rate less than Per Diem. You will be reimbursed for the cost of the special rate.

- Under **Other Per Diem Entitlements**, select the radio button for **Leave** if you are taking time off during your trip.



  - Military personnel must use annual leave.
  - Civilian employees can choose either annual or another leave (generally credit or comp time).
  - Once this radio button has been checked, the screen will refresh and a box will appear prompting you to enter the number of hours you wish to take off that day (or each day in a series of days). The default is 8 hours, or a full day off from work.

- You can also select **Actual Lodging** under **Other Per Diem Entitlements** if you have prior approval from your Authorizing Official. The screen will refresh and a box will appear telling you what the cost is limited to being.

- Select **OCONUS Incidental Amount** under **Other Per Diem Entitlements** if you are traveling outside the continental United States on this trip. This is to be checked only with prior approval from your authorizing official.

- Click the [Save These Entitlements] button when you are through with the changes for this day or series of days. You will be taken back to the original **Per Diem Entitlements** screen. Make additional changes to days as necessary.

- If your trip is more than 45 days, click the words **Partial Payment** under **Additional Options** and go to the Partial Payments and Advances section of this book. If your trip is not more than 45 days but you are taking out an advance before you leave, click the word **Advances** under **Additional Options** and go to the Partial Payments and Advances section of this book. If neither of these options apply to your trip, click on **Review/Sign** in the top navigation bar and **Preview** under it, and go to the Preview section of this book.

PARTIAL PAYMENTS

- Notice that **Partial Payments** is highlighted in the top navigation bar. Scheduled Partial Payments (SPPs) is an option that allows a traveler to be reimbursed periodically for travel expenses. It is used for trips more than 45 days. When selected, a partial payment schedule is set up for every 30 days for the duration of the trip, with one final settlement at the end of the trip.

- If your trip is more than 45 days, you will have a button, Schedule Partial Payments. Click this button.

- Click the View Details button to see what will be paid and when.

- Click the Cancel Scheduled Partial Payments button to cancel the disbursing of partial payments for this trip.

ADVANCES

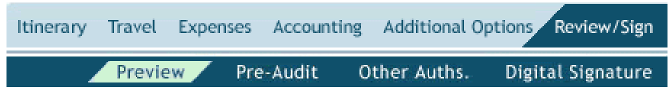
- Notice that **Advances** is highlighted in the top navigation bar. Advances are cash advances limited to travelers who do not have a Government travel card (GOVCC). Advances must be pre-approved by your authorizing official.

- Select the Accounting Label(s) that are associated with the advance from the drop-down menu. The amount of the pre-approved advance will appear on the right side of the screen.

- Select Edit if changes need to be made to authorized amount. Enter a new amount, if applicable.

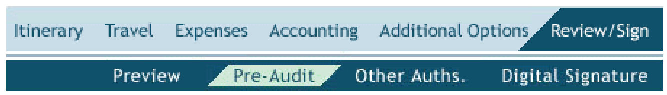
- Proceed to the next page by clicking the Continue button at the bottom of the page, or selecting **Review/Sign** in the top navigation bar and **Preview** under it.

REVIEW/SIGN AND PREVIEW TRIP



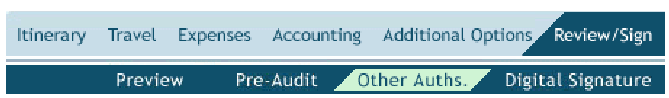
- Notice that **Preview** has been highlighted in the navigation bar. This screen is intended for you to do a final review of all the plans you have made in DTS. You can verify all of your travel dates, look at all the bookings you have made in DTS, review your expenses and check which lines of accounting they fall under.
- If you notice that you need to go back and make any changes, you can use the Edit link to the left of the section where the changes need to be made. Additionally, you can use the navigation bar at the top of page, or the drop-down menu and Continue button at the bottom of the page to go back to the incorrect area.
- Enter **Comments to the Approving Official** and **Comments to the Travel Agent** as needed.
- Click the Save And Proceed To Pre-Audit button.

PRE-AUDIT TRIP



- Notice that Pre-Audit in the navigation bar is highlighted. Pre-Auditing an authorization allows DTS to screen the trip plans for missing items or possible problems before a traveler signs the authorization request and it routes to his or her approving official. An automatic Pre-Audit will occur when the traveler attempts to sign the document if her or she does not complete a Pre-Audit first.
- Any items that appear in this window have been "flagged," meaning that there is a potential problem with this part of your proposed trip arrangements. These potential problems are not necessarily actual problems. It is your job to determine which problems are real by reading the **Item Description**. Go back and make the necessary corrections for the potential problems that you determine to be actual.
- Complete a justification to the Approving Official for **all** flags, regardless of whether they are problems or not.
- Click the words **Other Auths** if you believe you are entitled to other authorizations, or **Digital Signature**.

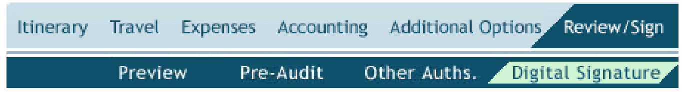
OTHER AUTHORIZATIONS



- Notice that Other Auths is highlighted in the navigation bar. This option allows you to ask for additional authorizations that have not yet been addressed elsewhere.
- If you believe you are entitled to any other authorizations, click › Add Additional Authorizations For This Trip .
- Select what you believe you are entitled to from the list by clicking the checkbox and clicking the Add button. In the screen that comes up, enter a justification and click the Save button.

DIGITAL SIGNATURE

➢ Notice that **Digital Signature** is highlighted under **Review/Sign**. The final step in an authorization is to digitally sign the document to begin the routing process.

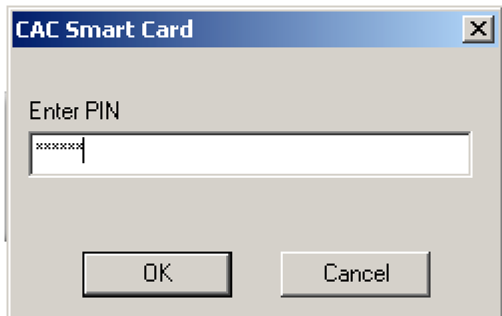


➢ Ensure that under **Document Action**, SIGNED has been selected from the ***Submit this Document As** drop-down menu.

➢ Enter any additional remarks for your approving official.

➢ Click the Submit Completed Document button.

➢ When the **Digital Signature Key File** appears, enter your CAC Password. Entering your password acts as your legally binding signature ensuring that the information in this document is accurate to the best of your knowledge.



LOGOFF

➢ Click Close Window in the top right corner of your screen.

➢ Click **Logoff** in the top right corner of the new screen.

➢ Click Close window in the next new screen. You have successfully logged out of DTS.

RECEIPTS IMAGING

- Receipts and other supporting documents (for instance, flight e-tickets, conference registrations or country clearances) are important trip records and proof of official travel. DTS allows travelers to store digital images of receipts that are easily viewable by approving officials in their routing lists.

  Note: Travelers should continue to store the original hard copies of all important travel documents.

- Receipts can be loaded into DTS and attached to the trip record by using the scan and upload method or the fax method. Both methods begin the same way. Ensure that **Expenses** is clicked in the navigation bar at the top of the page, and that **Receipts** is highlighted underneath it.

- Most receipts are submitted during the voucher completion process, however, some receipts may be obtained before the trip occurs, and can be submitted via this process during authorization if needed.

- Receipts for separate documents should be submitted in separate entries. Putting receipts into one entry will result in all receipts being attached to the document currently being worked in.

<u>Using the Fax Method:</u>

- Click the Print Fax Cover Sheet link on the expenses page.

- When the Print Dialog window opens, click the Print button.

  Note: The fax cover sheet has a bar code unique to the selected document which identifies the document in the DTS database the receipts should be entered into. You do not need to add any additional information onto the fax cover sheet.

- Fax all receipts and supporting documents to the number on the fax cover sheet you just printed. Make sure that the cover sheet is the first page to be sent, otherwise, the imaging machines will not properly load your fax. There is a wait time of approximately 5 minutes for the imaging engines to complete the transfer. The wait time does not impact your ability to continue working in DTS.

- Once the fax has been loaded into the document, it will be displayed in the lower portion of the Existing Receipts window. Multiple entries will be sorted by the time and date that they were received. To check whether or not a fax has been submitted, click the Refresh button.

- To keep track of what you have and have not submitted it is recommended that you write a description of what is contained in each entry in the **Notes** text box and click the Save Notes button.

<u>Using the Scan/Upload Method:</u>

- Use a computer scanner to create a digital image of all necessary receipts and other supporting. Save each image to a directory that is accessible to the computer where you are working in DTS. Acceptable file types include .bmp, .giv, .jpg, .pdf, .png, and .tif. The maximum file size is 2MB per file.

- Click the Browse... button and locate the file you created. Click once on the file name and click the Open button. Your file will auto-populate in the Upload Scanned Receipts box.

- Click the Upload button. Wait a moment for the screen to refresh. The uploaded file will be displayed in the lower portion of the Existing Receipts window. Multiple entries will be sorted by the time and date that they were received.

- To keep track of what you have and have not submitted it is recommended that you write a description of what is contained in each entry in the **Notes** text box and click the Save Notes button.

CREATE VOUCHERS FROM AUTHORIZATIONS

- After completing your trip, a voucher can be completed directly from the authorization that you signed and submitted before your trip. Essentially, you will be going back through the steps you took to create the authorization, with a slight change. This time, instead of entering information, you will be adding to, amending and deleting what is already there so that it will reflect what was actually spent, instead of estimated costs.

- Log onto DTS.

- From the **Official Travel** pop-down menu, select **Vouchers**. Any vouchers that you previously created will be displayed in the Existing Voucher spectrum.

- Select > Create New Voucher from Authorization.

- Select Create next to the authorization that you want to prepare a voucher from.

- A window will open with the navigation bar at the top that you should be very familiar with from creating your authorization. The **Itinerary** tab is selected and **Trip Overview** is highlighted. On the right side of the screen is a box titled **Trip Summary**. Review your travel details in this box.
  - If anything has changed, click Edit to the right of it and make the necessary changes.
  - If you cancelled any of the arrangements listed, click Remove.
  - Remember to save any changes you make.

- Click **Expenses** in the top navigation bar and **Non-Mileage** underneath it.
  - Select the create an expense item from a government charge card transaction link for a quick and easy way to add expenses that were charged to your GOVCC, but are not listed above. To use a charge on your voucher, click the Add > link.
  - If anything has changed, click Edit to the right of it and make the necessary changes.
  - If you cancelled any of the arrangements listed, click Remove.
  - Remember to save any changes you make.

- Click **Mileage** under **Expenses**. Use the Edit and Remove links as above, and save changes.

- Click **Receipts** under **Expenses**. Flip to the Imaging Receipts section of this book and enter any receipts you may have obtained on TDY.

- Click the **Accounting** tab in the navigation bar.
  - Do *not* add or remove lines of accounting on a Voucher from Authorization. Changing lines of accounting in the voucher process causes errors in both DTS and the accounting system.
  - If allocation of expenses had changed, click the Allocate Expenses button. Review and make changes as needed.
  - Remember to save any changes you make.

- Click **Additional Options** in the navigation bar. Click **Per Diem Entitlements** underneath it.
  - Make any necessary revisions to the number of meals that were provided to you, to your lodging costs, and to the amount of leave you took.
  - Remember to save any changes you make.

- Click **Payment Totals** under **Additional Options**.
  - Review the **Amount Claimed** summary to verify the correctness of your total expenses.
  - If needed, under Gov't Charge Card Payment enter a supplemental payment amount to be put towards your GOVCC. Click the > Calculate link to see your new travel card payment total.
  - Review the **Payment Distribution** summary to find out how much you will be paid.

- Click **Review/Sign** in the navigation bar and **Preview** underneath it.
  - Review the details for this trip one final time.
  - If you determine any changes need to be made, click Edit next to the incorrect information.

- Click the [Save And Proceed To Pre-Audit] button.
- In **Pre-Audit**, complete any necessary justifications to the Approving Official. Remember, all flagged items require a justification.
- Click the [Save And Proceed To Digital Signature] button.
- Under **Document Action**, select SIGNED from the ***Submit this document as** drop down.
- Enter any additional remarks you would like to make.
- Click the [Submit Completed Document] button.
- When the **Digital Signature Key File** appears, enter your CAC PIN.
- Read the **Stamp Process** remarks, and click the **SAVE and CONTINUE** button.
- Logoff of DTS.

MAKING AN ADJUSTMENT

- A traveler can easily make changes to a document once it has been signed. An adjustment is a change made to an authorization/voucher before the APPROVED stamp is applied to the document.

  Note: An **amendment** is a change to a document after the APPROVED stamp is applied to the document.

- Log onto DTS.
- From the **Official Travel** pop-down menu select **Authorizations/Orders**.
- Select the > view / edit link next to the document you want to adjust.
- De-select the **VIEW-ONLY** checkbox to make changes to the document. Click the **OK** button.
- When the **Digital Signature Key File** appears, enter your CAC PIN.
- In the navigation bar, ensure that **Review/Sign** is selected and **Preview** is highlighted underneath it. Select the > edit link next to the section that needs to be altered. Make and save necessary changes.
- Use the navigation bar to return to the Preview page and verify the section has been corrected.
- Click the Save And Proceed To Pre-Audit button.
- Enter justification for any changes that generated flagged items.
- Click the Save And Proceed To Digital Signature button.
- Under **Document Action**, select SIGNED from the ***Submit this document as** drop down.
- Click the Submit Completed Document button.
- When the **Digital Signature Key File** appears, enter your CAC PIN.
- Logoff of DTS.

CREATING AN AMENDMENT

- An **amendment** is a change to a document after the APPROVED stamp is applied to the document.
- Log onto DTS.
- From the **Official Travel** pop-down menu, select **Authorizations/Orders**.
- Select the > amend link next to the desired document.
- Enter a justification for the changes in the comment box provided, and click the **OK** button.
- When the **Digital Signature Key File** appears, enter your CAC PIN.
- In the navigation bar, ensure that **Review/Sign** is selected and **Preview** is highlighted underneath it. Select the > edit link next to the section that needs to be altered. Make and save necessary changes.
- Use the navigation bar to return to the Preview page and verify the section has been corrected.
- Click the Save And Proceed To Pre-Audit button.
- Enter justification for any changes that generated flagged items.
- Click the Save And Proceed To Digital Signature button.
- Under **Document Action**, select SIGNED from the ***Submit this document as** drop down.
- Click the Submit Completed Document button.
- When the **Digital Signature Key File** appears, enter your CAC PIN.
- Logoff of DTS.

Appendix A

Defense Travel System

Status Explanations

	DTS STAMPS AND EXCLANATIONS	
Type	**Current Status (Stamp)**	**Meaning**
Auth	Created	The traveler has created a document but has not signed it yet.
	Signed	The traveler has created and signed an authorization in DTS.
	CTO Submit*	The authorization has been submitted to CTO inbound queue.
	Adjusted*	When a traveler makes changes prior to approval.
	CTO Booked*	The travel arrangements have been booked by CTO and the document is now in your AO/RO's queue.
	CTO Amendment	After approval, if CTO changes anything it will result in a CTO Amendment.
	Reviewed (optional)*	Your RO has reviewed your document and it is now in your AO's queue.
	Funded	DTS is decrementing the DTS Budget for the amount authorized.
	Approved	Your AO has approved your document.
	Audit Pass	Your document has passed internal DTS audits.
	Pay Link	Your document is connected to the DEBX and is out of DTS.
	Payment Submitted	Document is routing through accounting system; will remain in this status until 24 hours has passed.
	Auth 24 Hour Passed	24 hours has passed and you are able to now create a voucher.
	Archive Accepted	DMDC has accepted the document into their archive.
VCH	Created	The traveler has created a document but has not signed it yet.
	Signed	The traveler has created and signed a voucher in DTS.
	Reviewed (optional)*	Your RO has reviewed your document and it is now in your AO's queue.
	Approved	Your AO has approved your document.
	Audit Pass	Your document has passed internal DTS audits.
	Pay Link	Your document is connected to the DEBX and is out of DTS.
	Payment Submitted	Document is routing through accounting system; will remain in this status until 24 hours has passed.
	Paid	The amount in the voucher has been paid by the accounting/disbursing system.
	Archive Accepted	DMDC has accepted the document into their archive.

	DTS STAMPS AND EXPLANATIONS	
Type	**Current Status (Stamp)**	**Meaning**
Other	Reconciled	Your authorization has been adjusted to the amount of your voucher. Happens after you submit VCH.
	Cancelled	You have successfully cancelled your auth; documents has routed to accounting system.
	Pay Process Ignore	You have successfully cancelled your auth; it did not need to process to the accounting system.
	Reject	The document is in reject status and needs to be corrected by your ODTA/LDTA.
	Audit Fail	Your document has failed a DTS audit and needs to be corrected.
**The traveler may or may not see these stamps in every routing history*		

DTS DEFINITIONS	
STAMPS	**DEFINTIONS**
ADJUSTED	Authorization only. CTO has made the reservations and the confirmation information has been updated to DTS. The name in the document history will be CTO for this action.
APPROVED	Approving Official has approved the document. The name in document history will be that of the Approving Official that did it. When the Approving Official takes this action it will also stamp the document as FUNDED.
ARCHIVE ACCEPTED	Archive-submitted documents were successfully archived.
ARCHIVE READY	A system-generated stamp indicating that a portion of the Archive Reject is ready for Archive. There is no action required by the DTS user.
ARCHIVE REJECTED	A system-generated stamp that means the archive action has rejected. An email is sent to the system administrator at DTS to take the appropriate action to clear the reject. There is no action required by the DTS user.
ARCHIVE SUBMITTED	A stamp that is applied when the system matches an authorization to a paid voucher or determines a cancelled authorization and is preparing to archive the documents.
AUDIT FAIL	This document has failed the DTS audit and is being returned to the DTS user for action. An email notice will be sent to the traveler. The traveler will need to amend the authorization, make corrections and re-sign. The traveler can view the reason for the audit failure by going to the Document History screen under Digital Signature and selecting the "View Reasons for Audit Failures" link.
AUDIT PASS	The document passed the DTS audit.
AUTH 24 HOUR PASS	The authorization has processed to the accounting system and no reject was received. The authorization is now ready to be used in voucher creation.
CANCELLED	TDY has been cancelled. The traveler, the reviewing official or the approving official can apply this stamp. The name in the document history will be the individual that took action.
CREATED	The document has been prepared by the traveler but has not been signed. The name in the document history will be the individual that created the authorization or voucher.
CTO BOOKED	The authorization has been forwarded on by the CTO (with reservations made) and is awaiting approval. An email notice has gone to the approving or reviewing official. The name in the document history will be CTO. When CTO takes this action it will also stamp the document as ADJUSTED.
CTO SUBMIT	The authorization is at the commercial travel office (CTO) for booking of the requested reservations. You cannot do anything to the document until the CTO returns it to DTS. The name in the document history will be the individual that signed the authorization.
FUNDED	A stamp that is applied to the document history when the approving official approves the document. The name in the document history is the individual who took action.

DTS DEFINITIONS	
STAMPS	**DEFINTIONS**
PAID	This stamp is applied when a payment remittance notice is received by DTS. The document history will show the voucher number for SRD-1 and amounts paid to Government Credit Card and Traveler. The name in the document history will be "Paul Payment." This is a fictitious name created by the programmers when the system was developed. The traveler will receive an email notice of this action.
PAY LINK	The document data has been placed in the module to send the document to the accounting system via DEBX. The document data file is out of DTS.
PAY PROCESS IGNORE	The cancellation action successfully processed. The cancellation did not need to process to Accounting.
PAYMENT SUBMITTED	The document data is routing through the accounting system. The authorization will remain in this status for 24 hours unless an accounting system reject is received at which point it will become AUTH 24 HOUR PASS. The voucher will have this stamp applied twice, normally 24 hours apart. You should receive a payment 72 business hours from the first entry of this stamp. The name in document history will be "Paul Payment." This is a fictitious name created by the programmers when the system was developed.
RECONCILED	The authorization has been adjusted to the amount of your voucher. This will happen after you voucher is submitted and processed.
REJECT	The LDTA and traveler will each receive an email notice of this stamp being applied. The LDTA will take the appropriate action to determine the reason for the reject and ensure correction action is taken to re-submit the document. The name in the document history will be "Paul Payment." This is a fictitious name created by the programmers when the system was developed.
RETURNED	The Reviewing Official or Approving Official has returned the authorization or voucher to the traveler for further action or correction. The name in the document history will be the Official that made the return.
REVIEWED	The Reviewing Official has reviewed the authorization or voucher. (This is an optional step, you may not have a requirement for reviewing officials)
SIGNED	The traveler signed the authorization or voucher.
T-ENTERED	Only the NDEA can use this stamp. It allows the NDEA to sign the voucher for the traveler.
TO REVIEWED FORN TVL	The Foreign Travel Reviewer will apply this stamp to authorizations for overseas travel. The name in the document history will be the Foreign Travel Reviewer that took the action. The document will electronically go to the reviewing or approving official after this stamp is applied.